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**From:** Barbara Byrne - NOAA Federal <barbara.byrne@noaa.gov>  
**Sent:** Tuesday, February 26, 2019 10:44 AM  
**To:** Cathy Marcinkevage; Kristin Begun - NOAA Affiliate; Justin Ly - NOAA Federal; Sarah Gallagher - NOAA Federal; Howard.Brown; Joe Heublein - NOAA Federal; Naman, Seth; Evan Sawyer - NOAA Affiliate; J. Stuart; Ellrott, Brian; Garwin Yip - NOAA Federal  
**Subject:** Sample capture of resolutions/follow-ups from ROConLTO BA "focus group"

Know some of us have already had our meetings pass by -- but wanted to share this from yesterday afternoon as a possible template for how to capture the clarifications/commitments from our sufficiency review follow-up "focus group" meetings.

I'm flexible on format, but think is beneficial for each division lead to capture (even retrospectively) the key questions and follow-up for our record. Ideally (granting that time is short for most of these meeting), try to send questions out ahead of the call to review together. I pulled most of my questions from the cells of my sufficiency review worksheet so wasn't too much work.

----- Forwarded message -----

**From:** **Barbara Byrne - NOAA Federal** <[barbara.byrne@noaa.gov](mailto:barbara.byrne@noaa.gov)>  
**Date:** Mon, Feb 25, 2019 at 3:25 PM  
**Subject:** Summary of resolutions/follow-ups from 2pm Stanislaus ROConLTO BA "focus group"  
**To:** Wilkinson, Chris@DWR <[christopher.wilkinson@water.ca.gov](mailto:christopher.wilkinson@water.ca.gov)>, <[lori.caramanian@sol.doi.gov](mailto:lori.caramanian@sol.doi.gov)>, Katrina Harrison <[kharrison@usbr.gov](mailto:kharrison@usbr.gov)>, Jacobs, Brooke@Wildlife <[brooke.jacobs@wildlife.ca.gov](mailto:brooke.jacobs@wildlife.ca.gov)>, Kristin Begun - NOAA Affiliate <[kristin.begun@noaa.gov](mailto:kristin.begun@noaa.gov)>, Derek Hilts <[derek\\_hilts@fws.gov](mailto:derek_hilts@fws.gov)>, Russ Callejo <[rcallejo@usbr.gov](mailto:rcallejo@usbr.gov)>, Amanda Bahls <[abecker@usbr.gov](mailto:abecker@usbr.gov)>, Katherine Sun <[katherine\\_sun@fws.gov](mailto:katherine_sun@fws.gov)>, Derya Sumer <[dsumer@usbr.gov](mailto:dsumer@usbr.gov)>, Jana Affonso <[jana\\_affonso@fws.gov](mailto:jana_affonso@fws.gov)>, Steve@Wildlife Tsao <[Steve.Tsao@wildlife.ca.gov](mailto:Steve.Tsao@wildlife.ca.gov)>, k Kundargi, Kenneth@Wildlife <[Kenneth.Kundargi@wildlife.ca.gov](mailto:Kenneth.Kundargi@wildlife.ca.gov)>

Subject doc attached -- let me know if anything is unclear or incorrect.

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